ESAC meeting minutes – June 8, 2021 at 11:00 am

ESAC councilors: Jacob Heiden, Dawn Marshall, Travis Greenlee, Katie Schnedler, Josh Lobb, Brian Morelli, Michelle Reyes

Liaisons: Jenny Simpson, Cathy Koebrikc, April Tippett

Incoming councilors: Breanna Shea, Andrew Veit

1. Call to order 11:00 am
2. Announcements
   a. This is last meeting of the FY. It has been a weird year and we managed!
   b. Welcome to new councilors and introductions all around
3. Vote on minutes from previous meeting
   a. Travis moved to approved, Dawn seconded. Unanimously approved.
4. New Business – no new agenda items were offered
5. Liaison updates
   a. Finance Updates – April
      i. End of FY21 is June 30. One of the biggest deadlines is p-card cutoff June 14, transactions have to be posted by that date, recommended to make the charge a few days before that.
      ii. April is working with center and department administrators to close out and roll over accounts
      iii. Megan Delaney started as assistant director, finance and budget on June 1. While April has given her a few things to start working on and will start approving things in workflow, so far she has mostly been doing onboarding within COE but also with UI budget office, grant accounting, and peers in other colleges
      iv. FY22 budget
         1. Salary setting app closed on June 1; grad assistants and post docs who had salary increases were updated
         2. iPlan closed yesterday, this year budget for all funds were implemented in iPlan. All accounts were balanced
         3. Administrative units should hear form April this week about FY22 budget allocations.
         4. Center budgets are more complicated and expects those to go out next week.
      v. EAC subcommittees (i.e., Budget subcommittee led by AD Grosland and Policy subcommittee led by AD Udaykumar) received their charges from Dean Nembhard last week. Each DEO is on one of the two subcommittees and some center directors are on both subcommittees.
      vi. Student enrollment: Deposit deadline for accepted students was June 1. UI will be canceling admits who did not pay deposit. Number of enrolled students is looking better than a month and a half ago when they were a little bit behind the curve.
   b. Operations Update – April
i. Continuing to work on reconfiguring spaces, labeling furniture, cleaning schedules (including window washing), and flags in commons center are being cleaned and updated to reflect current student enrollment. Also painting, specifically in computer labs, and adding more wayfinding signage.

ii. Conference rooms in SC available starting June 1. Room access reactivated on faculty and staff ID cards.

iii. Space survey by central administration is due June 30. UI will use this data to determine new base rate for F&A for the next 5 years.

c. EAC Update - Jacob
   i. Held last meeting for academic year. Travis has been invited to start attending as incoming ESAC president.
   ii. Units represented on EAC prepared annual plans and performance reports. Jacob/ESAC did not complete a plan because those were done before Dean Nembhard invited ESAC to participate. Jacob is going to do a plan and performance report retroactively. He will reach out to committee chairs as needed for this effort.

d. DEI Council Update - Cathy
   i. Cathy and co-chair Sarah Vigmostad are working to wrap up the year including the year-end report.
   ii. Will be working to implement Path to Distinction program for promoting DEI during faculty searches. BME did a pilot of this program last year. While COE has already been doing many of these things during searches, will be fully implementing the program in the future.

e. HR Update - Cathy
   i. One new staff has started since last met. Several other searches are ongoing.
   ii. Held faculty and staff awards event. It went pretty well and she’s heard good feedback. The certificates have been framed. Cathy will be picking those up and delivering them soon. Thanks to ESAC committee who helped with awards. Cathy also noted that COE longevity awards will continue to be held in fall.
   iii. Return to campus. BOR announced July 1 date, so RTC committee is now working very hard and amending the return to campus plan on an accelerated timeline. COE offices open “per normal” beginning on July 1. The survey of staff preferences was helpful; did follow up with about 40 people who had not responded. Next will be the formal flex work arrangement request process.

f. UI Staff Council updates - Jenny
   i. Per Jacob’s request at last month’s meeting, Jenny presented an overview of UI Staff Council overview https://staff-council.uiowa.edu/
   ii. Information shared by Jenny can be found here
   iii. UISC represents staff from across UI and UIHC
      1. Comprised of 56 members: 20 org reps and 25 function reps (e.g., admin, research, etc.)
      2. Jenny is org rep for COE
   iv. Last month’s UISC meeting was focused on voting for members of executive committee of 9 members. Budget officer is 2-year position, all others are 1 year.
The UISC executive committee meets with Pete Matthes and new president for biweekly and monthly meetings.

1. Executive committee includes former president (Heather Mineart). New president is Kevin Zihlman. Jenny is budget officer. Marla Rosenblum is Admin Service Coordinator for UISC and helps executive committee with everything and anything. See handout for entire UISC executive committee.

v. Incoming UISC president Kevin Zihlman is looking to recognize UI staff who do community service work. Jenny has shared with him that COE has an annual award for staff community engagement.

6. Katie
   a. Not much happening on budget front. Only charges have been staff hours.
   b. 4imprint has posted to p-card. $21.96 that will go back to April. With the Coca Cola funds ($500 from staff council has not posted yet), also found that we have $500 from 2019. April has arranged for those funds to go into a college 240 account, so we need to figure out what to do with that.

7. Committee follow-ups
   a. Executive committee – Jacob
      i. Overview of Q&A notes. Michelle pointed out a correction that should be made, if possible
      ii. Jacob is working on Annual plan and performance report as part of EAC
      iii. ESAC year-end report. Documents what committees do during the year, plans and accomplishments. Jacob will email chairs before the end of the week for report outs. Please email him back by June 18.
   b. Elections committee – Travis
      i. Roughly 165 electors, 27% voter turnout. Allowed up to 11 people on ESAC. Currently have 8. Strong core group. Have spots that we can fill going forward.
      ii. Jacob added that voter turnout was in line with last year’s. Hard since we cannot remind people about elections in person.
   c. Staff awards – Jacob
      i. Not much to add beyond what Cathy said, thanks and congrats to Cathy’s team for putting that together.
      ii. Shout out to winners, especially Josh.
      iii. Liked the inclusion of people receiving advanced degrees. This subcommittee still needs to formalize our recommendations for how to improve solicitation form and evaluation.
      iv. Wall of Honor outside the Deans office and updating website (mary bender missing from Mary Sheedy), Cathy working with Jason to get those updated.

8. Old business, staff appreciation initiative
   a. Unspent funds and Coca Cola funds used to purchase items
   b. Review survey and items
   c. Plan how we are going to distribute these items, spread delivery duties across councilors
d. Michelle asked what the current timeline? Jacob would like to get approvals from Cathy, April and Jason, maybe end of this week or next week, balanced with other COE communications.

e. Michelle asked about stating an end point to the campaign. Decided the survey will close Aug 20, Jacob will add this information to the messaging.

9. Next meeting. Michelle will send Doodle poll to find a time for ESAC meeting in July.

10. Motion to adjourn by Katie. Jacob swung his virtual gavel for the last time at 12:12pm.